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Approved For Release 2002/08/21 : CIA-RDP84-00499R000700140036-6

15 November 1950

MEMORANDUM FOR: Joint OSO/OPC Communications Board  
FROM : Chief, Communications Division  
SUBJECT : Destruction of Cables

1. As a result of a study made in accordance with a request by the current OSO/OPC Communications Board, the following procedure is recommended to provide for the destruction of copies of cables distributed by the Washington Signal Center.

a. Each office will be individually responsible for the security and/or destruction of distribution copies of cables received.

b. The Signal Center will prepare copies of cable receipt forms in triplicate, retaining the second carbon copy. The office receiving a cable will execute the original and carbon copy of the receipt, returning the original to the Signal Center and retaining the copy for file.

c. The responsibility and accountability of the Signal Center for distribution copies of cables will end upon their delivery to the offices addressed, and the execution of the accompanying receipt form.

d. Offices may destroy copies of cables whenever convenient and in accordance with their own internal office procedure. When cables are destroyed, a notation reflecting the date of destruction will be made by receiving office on its file copy of the appropriate receipt. Receipts bearing destruction notations should be retained by each office as it will be the sole record of destruction.

e. Effective on a date to be determined by the OSO/OPC Communications Board, the Washington Signal Center should be relieved of the responsibility for copies previously distributed. Offices destroying these copies should list them, and retain the list in their files.

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15 November 1950

MEMORANDUM FOR: Chief, Communications Division  
FROM : Chief, Communications Security Branch  
SUBJECT : Destruction of Cables

1. As directed, this office has made a study of the procedure for the destruction of cables. It was found that the present destruction procedure is cumbersome, time-consuming and unnecessary, and that it is virtually impossible to effect destruction in accordance with the prescribed procedure.

2. The study revealed that no Agency regulation exists which places distribution copies of cables in the category of registered documents; however, the current destruction procedure follows the same pattern as that used for the destruction of registered documents. In addition, the loss of a cable has no cryptographic security implications.

3. As a result of the study made on this subject, it is recommended that the procedure outlined in general in the attachment hereto be presented to the Joint OSO/OPC Communications Board, and, if approved, implemented by such Agency regulations as may be required.



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